

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 31	
2. AMENDMENT/MODIFICATION NO. 000002		3. EFFECTIVE DATE 7-27-12		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY NASA/Johnson Space Center Attn: Geraldine Mason/BT 2101 NASA Parkway Houston TX 77058-3696		CODE JSC		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6) NASA/Johnson Space Center Attn: Anna Carter/BT 2101 NASA Parkway Houston TX 77058-3696		CODE JSC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO. NNJ12414367R			
		x 9B. DATED (SEE ITEM 11) 06/26/2012			
		10A. MODIFICATION OF CONTRACT/ORDER NO.			
		10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 4 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See page 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Geraldine Mason	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Geraldine B. Mason</i> (Signature of Contracting Officer)	16C. DATE SIGNED 7-27-12
(Signature of person authorized to sign)			

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Continuation of Block 14 of the SF30, Amendment of Solicitation:

The purpose of Amendment 2 is to:

1. Answer questions submitted by Industry and to make associated changes to the RFP as documented in the attached change log.
2. Update Section J-2 DRD MPIC-PC-05.
3. Update Section L.14.2, page L-8, Hard Copies Column of table to clarify copies requested.
4. Update Attachment L-4, Past Performance Questionnaire, pages L-47-48 to correct numbering.

Replacement pages for the aforementioned changes are attached.

**MULTI-PURPOSE CREW VEHICLE PROGRAM INTEGRATION CONTRACT (MPIC)
QUESTIONS AND ANSWERS
REQUEST FOR PROPOSAL (RFP) NNJ12414367R**

Q. 1 Can the government clarify if that the MPIC procurement is a total Small Business Set-aside and has been assigned North American Industry Classification System (NAICS) code 541712- Research and Development in the Physical, Engineering, and Life Sciences. Which level is the code set at. The 500 employee or less, or at the 1000 employees or less? The cover letter is not clear on this.

A.1 MPIC is a Small Business set-aside with the assigned NAICS code 541712 – Research and Development in the Physical, Engineering, and Life Sciences with a size standard of 1,000 employees. Please refer to the RFP Cover Letter, the Pre-Solicitation Synopsis posted on June 11, 2012 and Section K.2 (2) of the RFP.

Q.2 **Reference:** Section L.14.6, Cost/Price Proposal, subparagraphs (c).1, IDIQ Pricing Methodology for WBS 1.1, page L-18; (c).2, IDIQ Pricing Methodology for WBS 1.2, 1.6, 1.10, and 1.11, page L-19; Table L.14.6-2, pages L-19 and 20; Table L.14.6-3, page L-20; and Attachment L-1, Sample Task Order, page L-35:

Question: There appears to be some overlap between SOW paragraphs (WBS elements) for which the Offeror is required to generate proposal estimates based on the Sample Task Order, and the SOW paragraphs (WBS elements) for which the Offeror is expected to use the Government provided labor and non-labor resources shown in Tables L.14.6-2 and L.14.6-3. The Sample Task Order includes SOW paragraph 1.11.B which is only a portion of the communication/education and outreach effort under SOW 1.11, even though the labor and non-labor resources to support the entire SOW 1.11 are included in the referenced tables. Can the Government provide clarification? Will the Government provide a copy of the Contract WBS to help with this clarification?

A.2 The technical approach for performing WBS Element 1.11 will be evaluated in accordance with Instruction L.14.4 (a) 1.a.4 for the item identified in the Sample Task Order, Attachment L-1. The Government Resource Estimate for performing WBS 1.11 is included in Table L.14.6-2 (and is not included in Table L.14.6-1) and NLRs are included in Table L.14.6-3.

The Work Breakdown Structure (MPCV 72106) is available in the Technical Library in the MPCV Documents section.

Q.3 **Reference:** L.14.6, Cost/Price Proposal, paragraph (c).2, Table L.14.6-3, page L-20:

Question: The Total NLRs line in the referenced Table does not equal the sum of the Travel and Material dollars shown in each column. Please clarify.

A.3 Section L.14.6, Cost/Price Proposal, paragraph (c).2, Table L.14.6-3 has been revised in Amendment 2. Please see the replacement page attached.

Q.4 Reference: SOW Section 1.10, Test and Verification, Page L-13 2) discuss how you will manage and develop spacecraft flight test plans:

Question: Upon reviewing SOW Section 1.10, we were unable to find any shall statements related to flight test plans. However, previously released MPIC draft SOWs (e.g., the 4/11/12 version) included several shall statements related to flight test planning and support activities. The SOW released with the final RFP removed these shall statements. Would the government clarify the request for the Offeror to discuss how to manage and develop spacecraft flight test plans?

A.4 As part of Amendment 2, Section L.14.4 (a)2 c on page L-13 has been revised. The task to manage and develop spacecraft flight test plans has been revised to "to provide technical support to large-scale integrated testing ...". Please see the referenced page attached.

Q.5 Just to clarify, you are saying that the "Constellation Program Support Contract" efforts are part of the "Multi-Purpose Crew Vehicle Integration Contract" competition, correct?

A.5 The Constellation Program Support Contract ended on March 31, 2012. The efforts of the Multi-Purpose Crew Vehicle Program Integration Contract are described in detail in Section C of the RFP.

Q.6 Reference: Attachment L-4 Past Performance Questionnaire Letter, page L-40.

Question: The letter indicates that the questionnaire is due by July 31, 2012. Is this date correct since all parts of the proposal are due two weeks later on August 13, 2012, or should the due date for the Past Performance Questionnaire Attachment L-4 also be August 13, 2012?

A.6 The due date for Attachment L-4, Past Performance Questionnaire was extended to August 13, 2012. Please refer to Amendment 1 which was posted on July 17, 2012.

Q.7 Reference: Attachment L-4 Past Performance Questionnaire, III. KEY PERSONNEL EVALUATION, page L-50.

Question: Are the key personnel to be evaluated those currently performing as key personnel on the contract for which a reference is submitted, or is it intended for the proposed MPIC key personnel?

A.7 The key personnel to be evaluated are those on the contract for which a reference is submitted.

Q.8 Reference: Section L.14.5 PAST PERFORMANCE (Volume II) (b) Information Required, paragraph 1, sentence #3 "This submission shall clearly detail what portions of the Statement of Work, the prime, joint venture, subcontractors, program manager and key personnel are responsible for and/or proposing to do, as they relate to the relevant contract being proposed.", page L-14.

Question: It is unclear if the last five words of this sentence, underlined, refer to MPIC or to the relevant contracts being cited. Please clarify.

A.8 The relevant contract being proposed refers to the contract for which a reference is submitted.

Q.9 Reference: Attachment J-2, DRL, Total Compensation Plan, MPIC-PM-04, DRL Page 1 of 4; Attachment J-2, DRL, Organizational Conflict of Interest Avoidance, MPIC-PM-05, DRL Page 2 of 4;

Attachment J-2, DRL NF533, MPIC-BM-01, DRL Page 2 of 4; Attachment J-2, DRL, Safety and Health Self Evaluation, MPIC-SA-02, DRL Page 3 of 4.

The 1st Submission dates for these DRDs is stated as shown below:

1. Total Compensation Plan: with proposal and 30 days after contract award
2. Organizational Conflict of Interest Avoidance: draft submitted with proposal, final submitted 45 days after contract award
3. NF533: 40 days after contract award

Question: These due dates would occur prior to contract Phase-In. Recommend the due dates be changed from after contract award to after contract start date.

A.9 Revisions have been made as part of Amendment 2 to Attachment J-2, DRL, page 1 of 4, Attachment J-2, DRL, page 2 of 4 and Attachment J-2, DRL, page 3 of 4. Please see the referenced replacement pages attached.

Q.10 Reference: RFP Attachment J-2, DRL, Safety and Health Self Evaluation, MPIC-SA-02, DRL Page 3 of 4: The first submission date for Safety and Health Self Evaluation is stated as 30 days following award of contract.

Question: A due date of 30 calendar days after contract award would occur prior to contract phase-in. In addition, this DRD is an evaluation of the Safety and Health program performance for the reporting period. Recommend the due date be annually on the last day of each Contract Year.

A.10 Revisions have been made as part of Amendment 2 to Attachment J-2, DRL, page 3 of 4. Please see the referenced replacement pages attached.

Q.11 Reference: Section L.14.8, Model Contract (Volume V), page L-34.

Question: Can the Government provide the final contract number, as opposed to the RFP number, so that it can be included on the SF33 and in the headers for all sections of the model contract in Volume V?

A.11 The contract number will be NNJ12TA11B and is provided in Item 2. Contract No., of the SF33.

Q.12 Reference: Section B, Clauses B.4, Contract Value, and B.5, Estimated Cost and Fixed Fee, pages B-1 and B-2.

Question: Clause B.5 appears to be redundant to and in contradiction to the notations in Clause B.4 that indicate the Estimated IDIQ Cost and IDIQ Fixed Fee as well as Total Contract Value will be updated as task orders are issued. Recommend deletion of Clause B.5.

A.12 After review of Clause B.4, Contract Value, and Clause B.5, Estimated Cost and Fixed Fee, it was determined that the clauses are not redundant, therefore, Clause B.5 cannot replace Clause B.4.

Q.13 Reference: RFP Section I.14, Security Requirements for Unclassified Information Technology, Item (c)(4), Page I-10:

Question: The delivery date for the IT Security Management Plan is stated as 30 days after award. This due date would occur prior to contract Phase-In. Recommend the due date be changed from after contract award to after contract start date.

A.13 As per contract clause I.18 NFS 1852.204-76 Security Requirements for Unclassified Information Technology Resources (January 2011), the requirement for the IT Security Management Plan is due to the Contracting Officer within 30 days after award.

Q.14 Reference: RFP Attachment J-2, DRD, Planning Data Set, MPIC-PC-02; RFP Attachment L-1, Sample Task Order, Process Improvement, Note 5:

Question: The 1st submission dates for the requested data is stated as 120 days following contract award. These due dates would occur approximately 21 days following contract start and would not contain a full month's or quarter's worth of data. Recommend re-assessing the due dates to include the data set desired.

A.14 Attachment J-2, DRD MPIC-PC-01, Planning Data Set and DRD MPIC-PC-02, Performance Data Set, and Attachment L-1, Sample Task Order have been revised in Amendment 2 of the RFP. Please see the referenced replacement pages attached.

Q.15 Reference: Total Compensation Plan, DRD MPIC-PM-04, Content item number 10:

Question: The requirement states "The offeror shall describe their commitment for compliance with the Service Contract Act and all wage determinations. "However, there is no Wage Determination provided in the RFP. Is this an oversight?

A.15 Attachment J-2, DRD MPIC-PM-04 has been revised in Amendment 2 of the RFP. Please see the referenced replacement page attached.

Q.16 Reference: Section L.14.5 PAST PERFORMANCE (Volume II), (b) Information Required, last paragraph on page L-14: "Where an offeror chooses to request, from a civil servant employee at JSC, that a past performance questionnaire be submitted on its behalf for its proposed key personnel,...":

Question: If we choose to request a Past Performance Questionnaire, attachment L-4, be submitted on behalf of our key personnel, would it be acceptable to submit only section III to those references since sections I – Contract Identification and II – Organizational Evaluation would not be applicable?

A.16 All completed questionnaires submitted to the Government should address all sections (I-IV) of Attachment L-4.

Q.17 Reference: Section L.14.5 PAST PERFORMANCE (Volume II) (d) Performance Data, second bullet Safety Data, page L-15, "Copies of any and all OSHA Citations with explanatory remarks":

Question: Is OSHA citation information, which can be extensive, excluded from page count along with the other exclusions identified in L.14.2 PROPOSAL ARRANGEMENT, PAGE LIMITATIONS, COPIES, and DUE DATES for Volume II?

A.17 Yes. OSHA citation information will be excluded from the page count. As part of Amendment 2, the table in Section L.14.2 has been revised. Please see the referenced replacement page attached.

Q.18 **Reference:** Section L.14.6(d)3.a, Fully Burdened Rates Template, and the IDIQ Workbook:

Question: There is no provision in the Section L instructions or in the IDIQ Workbook for submitting fully burdened overtime rates to accommodate the time-and-a-half direct pay requirement for non-exempt employees. Please clarify how the offeror can submit fully burdened overtime rates for those SLCs mapped to non-exempt labor categories.

A.18 Should an Offeror propose overtime rates, they are to be identified in the Excel Pricing Model (EPM) worksheet (tab) identified as "FBR". Offerors may insert a column or columns, as necessary, to identify and calculate an overtime FBR. The column identifying the overtime FBR shall be fully automated such that the Government has sufficient insight into how the overtime FBR was calculated. If necessary, or desired, Offerors may segregate straight-time FBR(s) from overtime FBR(s) through the use of separate rows within the "FBR" worksheet (tab).

Q.19 Attachment J-9-1 lists Business Specialist 4 required experience as 7+ years, while Business Specialist 3 required experience is 8+ years. Can the government clarify the minimum experience requirements for Business Specialists 3 and 4?

A.19 Attachment J-9 Standard Labor Category Descriptions, page J-9-1 has been revised as part of Amendment 2. Please see the referenced replacement page attached.

Q.20 Attachment J-9-1 does not list any required years of experience for Program Manager and Manager SLCs. Can the government clarify the necessary experience levels for the Program Manager and Manager SLCs?

A.20 The Government has not prescribed a level of experience required for these positions.

Q.21 The minimum experience requirement for Engineer 3 is 5+ years. Since that is only 1 year more than Engineer 2 and will not provide a sufficient difference in direct labor rates, can the government update the requirement for Engineer 3 to 10+ years of experience?

A.21 Attachment J-9 Standard Labor Category Descriptions, page J-9-2 has been revised as part of Amendment 2. Please see the referenced replacement page attached.

Q.22 The minimum requirements for Engineer 4 are a MS degree and 10+ years of experience. Since there may be engineers with much greater than 10+ years of experience and a BS, can the government update the requirement for Engineer 4 to 10+ years of experience with an MS or 15+ years' experience with a BS?

A.22 Attachment J-9 Standard Labor Category Descriptions, page J-9-2 has been revised as part of Amendment 2. Please see the referenced replacement page attached.

Q.23 Section F.2 states that the place of performance on this contract may include contractors and other facilities in addition to on-site government facilities. Should offerors submit both onsite and offsite rates? If so, what section of the cost volume should include the offsite rates?

A.23 In accordance with Section F.2, the Government is indicating that it is possible that work may be performed at the Contractor's facility or other facilities; However, the Government does not, at this time, anticipate that work will need to be performed at Contractors' facilities. With regards to other facilities, the Government currently anticipates that only travel to other facilities will be necessary and that day-to-day work will not be performed at other facilities. Offerors are further directed to Section L.14.6 COST/PRICE PROPOSAL, Paragraph (c)(1), that states "For proposal pricing and evaluation purposes, Offerors shall assume that all work is performed onsite at JSC." Paragraph (c)(1) applies to WBS 1.1 effort.

In addition, for proposal pricing and evaluation purposes, Offerors should be aware that the effort associated with Paragraph (c)(2), which applies to WBS 1.2, 1.6, 1.10, and 1.11, is also to be performed 100% onsite at JSC. The RFP is amended to clarify this assumption for Paragraph (c)(2).

Therefore, only rate(s) necessary for the pricing of the effort to be performed at JSC are required to be included in the cost volumes. The distinction as to whether the rate(s) are "onsite" or "offsite" rates shall be left to the Offerors in accordance with their applicable estimating and/or accounting systems.

Q.24 DRD MPIC-SA-01 contains a very detailed and comprehensive 9 page list of requirements for the Safety and Health Plan. Due to the complexity and length of Safety and Health Plan requirements, can the government exclude the Safety and Health Plan from the page limitations of Volume I?

A.24 Yes. The Government will exclude the Safety and Health Plan from the page limitations of Volume I. Section L.14.2 Proposal Arrangement, Page Limitations, Copies, and Due Dates table has been revised as part of Amendment 2 to clarify the requirement. Please see the referenced page attached.

Q.25 Section J, Attachment J-2, DRL MPIC-BM-01 has the following statement:

"Not later than the 10th of the month for submitting completed NF533 for the preceding month."

In G.1 it references NASA FAR Supplement 1852.242-73 NASA Contractor Financial Management Reporting which states

"The Contractor shall submit NASA Contractor Financial Management Reports on NASA Forms 533 in accordance with the instructions in NASA Procedures and Guidelines (NPR) 9501.2, NASA Contractor Financial Management Reporting".

The NASA Procedures and Guidelines NPR 9501.2 entitled, "NASA Contractor Financial Management Reporting," effective date May 2011 has the following distribution requirement, under CHAPTER 3. NASA Form 533 Financial Management Reports, Section 3.3.1.1, "The NF 533 M (Appendix A) is due not later than 10 working days following the close of the contractors' monthly accounting period."

Is the Government's requirement the 10th of the month or the 10th working day?

A.25 Attachment J-2, DRL, Page 2 of 4 has been revised as part of Amendment 2. Please see the referenced replacement page attached.

Q.26 The model contract has two fee payment clauses.

G.2 1852.216-75 PAYMENT OF FIXED FEE (DECEMBER 1988) Page G-1

The fixed fee shall be paid in monthly installments based upon the percentage of completion of work as determined by the Contracting Officer.

52.216-8 FIXED FEE Jun 2011, Page I-2 (by reference)

a) The Government shall pay the Contractor for performing this contract the fixed fee specified in the Schedule.

(b) Payment of the fixed fee shall be made as specified in the Schedule; provided that the Contracting Officer withholds a reserve not to exceed 15 percent of the total fixed fee or \$100,000, whichever is less, to protect the Government's interest. The Contracting Officer shall release 75 percent of all fee withholds under this contract after receipt of an adequate certified final indirect cost rate proposal covering the year of physical completion of this contract, provided the Contractor has satisfied all other contract terms and conditions, including the submission of the final patent and royalty reports, and is not delinquent in submitting final vouchers on prior years' settlements. The Contracting Officer may release up to 90 percent of the fee withholds under this contract based on the Contractor's past performance related to the submission and settlement of final indirect cost rate proposals.

Can the government clarify the differences between the two payment clauses?

A.26 52.216-8 FIXED FEE discusses a fee hold back to make sure the contractor supports the final products and contract closeout.

Q.27 The model contract has two OPTIONS TO EXTEND clauses; F.4 – OPTION TO EXTEND and I.10 - 52.217-9 OPTION TO EXTEND TERM OF THE CONTRACT (MAR 2000). Can the government clarify the differences between the two clauses?

A.27 Section I, Contract Clauses, FAR Clause 52.217-9, OPTION TO EXTEND TERM OF THE CONTRACT is a FAR clause that provides high level information regarding the Government's right to extend the term of the contract beyond the basic period of performance and the total duration of the contract if all options are exercised.

Section F, Deliveries or Performance, the OPTION TO EXTEND clause provides the specific contract language for each option period that will be incorporated into the contract should the government elect to continue services beyond the basic period of performance.

Q.28 Who will be responsible for licensing and maintenance of the products included in the Integrated Collaborative Environment, NASA or the MPIC Contractor?

A.28 NASA will be responsible for licensing and maintenance of the products included in the Integrated Collaborative Environment identified in Attachment J-6.

Q.29 Is a Top Secret clearance required only for individuals performing the counterintelligence function, or for all personnel involved in coordinating activities or supporting the counterintelligence function?

A.29 As per Section C, 1.1.2.3.6, Security Management, a Top Secret clearance is required only for individuals performing the counterintelligence function.

Q.30 Compensation Template (c): FRINGE BENEFITS ANALYSIS OF COMPENSATION PLAN states: A separate Compensation Template (c) shall be completed for Exempt, Non-Exempt Nonunion, and Non-Exempt Union direct labor. This template is required of the prime offeror and all major subcontractor(s). It should be noted that the minimum hourly fringe benefits rate cannot be less than

the DOL specified minimum rate listed in the RFP under Section J for non-exempt employees. The column entitled, "Cost of Fringe Benefit" shall include the cost, not rate, associated with the fringes specified (i.e. life insurance, disability insurance, etc.) that are proposed on this contract for each of the related personnel type (exempt, non-exempt non-union, and non-exempt union). The column entitled, "Percent of Direct Labor Cost" shall include the percentage of each of the related specified fringe costs as a percent of direct labor cost. The column entitled, "Average Cost Per Labor Hour" shall include hourly rates based on the average cost per labor hour proposed per specified fringe element.

We could not locate the DOL specified minimum rate under Section J. Can the government provide this information?

A.30 A Department of Labor (DOL) Wage Determination (WD) is not applicable to this procurement as the Service Contract Act (SCA) is not applicable to this procurement. Therefore, there is no DOL WD in Section J. However, Offerors are reminded that compliance with the Fair Labor Standards Act (FLSA) – in the absence of a DOL WD – is mandatory per FAR 22.1002-2.

Q.31 On page L-9 it states that "Except for Volume IV Cost/Price Proposal, all volumes shall be prepared and submitted using a non-compressed Calibri font with single-spaced 11 point text printed on both sides of the sheet." Is it the government's intent to have Volume IV Cost/Price to be printed on only one side of each sheet?

A.31 No. It is not the Government's intent to have Volume IV Cost/Price to be printed on only one side of each sheet.

DOCUMENT CHANGE LOG

Page(s)	RFP Reference	Change(s)	Question Number
	J-2 DRL, Page 1 of 4	Revised Attachment J-2, DRL, page 1 of 4, MPIC-PM-04, Deleted item 6. 30 days after contract award.	9
	J-2 DRL, Page 2 of 4	Revised Attachment J-2, DRL, page 2 of 4, Line Item No. MPIC-PM-05, Box 9, Remarks, FROM "6. Draft submitted with proposal, final submitted 45 days after contract award" TO "6. Draft submitted with proposal, final submitted 45 days after contract start." Revised Attachment J-2, DRL, page 2 of 4, Line Item No. MPIC-BM-01, Box 9, Remarks, FROM "6. 40 days after contract award" TO "6. 40 days after contract start."	9
	J-2, DRL, Page 2 of 4	Revised Attachment J-2 DRL, page 2 of 4, Line Item No. MPIC-BM-01 Box 9, Remarks, FROM "4. Not later than the 10 th of the month for submitting completed NF533 for the preceding month" TO "4. Not later than 10 working days following the close of the contractor's monthly accounting period."	25
	J-2 DRL, Page 3 of 4	Revised Attachment J-2, DRL, page 3 of 4, Line Item No. MPIC-SA-02, Box 9, Remarks, FROM "6. Due 30 days following award of contract" TO "6. Due on September 30 th following contract start."	9, 10
	J-2 DRD MPIC-PM-04	Revised SCOPE and deleted CONTENT, Item 10.	15
	J-2 DRD MPIC-PC-01	Revised Frequency of Submission for Cost-Benefit/Recommendation for Certification Data Report	14
	J-2 DRD MPIC-PC-02	Revised Frequency of Submission for Cost-Benefit/Recommendation for Certification Data Report	14
	J-2 DRD MPIC-PC-05	Revised Frequency of Submission for Cost-Benefit/Recommendation for Certification Data Report	N/A

Page(s)	RFP Reference	Change(s)	Question Number
Attachment J-9-1	Attachment J-9	Attachment J-9-1 Business Specialist 4 revised from Experience level: revised from 7+ years to 8 + years. Business Specialist 3 revised from 8+ years to 6+ years.	19
Attachment J-9-2	Attachment J-9	Attachment J-9-2 Engineer 2 Experience level: revised from 4+ years to 2+ years. Engineer 4: Updated Education column FROM "MS" TO "BS/MS" and Job Description and Map column FROM, "Requires a Master's degree in engineering in the field or in a related area" TO, "Requires a Master's degree in engineering and 10+ years of experience, or a BS degree in engineering and 14+ years of experience in the field or in a related area."	21, 22
L-8	L.14.2	Revised Hard Copies column of table	N/A
L-8	L.14.2, Volume I	Revised 2 nd bullet of Page Limit Exclusions column	17
L-8	L.14.2, Volume I	Revised Page Limit Exclusions column of table added 4 th bullet	24
L-13	L.14.4(a)2.c.	Revised section	4
L-20	Table L.14.6-3	Contract Values for TOTAL NLRs corrected	3
L-20	L.14.6(c)(2)	Revised section	23
L-36	Attachment L-1, Sample Task Order, Process Improvement, Note 5.	Revised Note 5	14
L-47	Attachment L-4	Corrected numbering	N/A
L-48	Attachment L-4	Corrected numbering	N/A

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

Page 1 of 4

a. Title of Contract, Project, SOW, etc. Multi-Purpose Crew Vehicle Integration Contract		b. Contract/RFP No. NNJ12414367R		c. DRL Date/Mod Date July 13, 2012		
1. Line item no. MPIC-PM-01	2. DRD Title Management and Staffing Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency UR	5. As-of-date	6. 1 st subm. date With Proposal	7. Copies a. Type b. Other 2
	8. Distribution (Continue on a blank sheet if needed) GP/COTR BT/Contracting Officer		9. Remarks 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 1			
1. Line item no. MPIC-PM-02	2. DRD Title Phase-In Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency OT	5. As-of-date	6. 1 st subm. date With Proposal	7. Copies a. Type b. Other 2
	8. Distribution (Continue on a blank sheet if needed) GP/COTR BT/Contracting Officer		9. Remarks 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 1			
1. Line item no. MPIC-PM-03	2. DRD Title Closeout Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency UR	5. As-of-date	6. 1 st subm. date	7. Copies a. Type b. Other 2
	8. Distribution (Continue on a blank sheet if needed) GP/COTR BT/Contracting Officer		9. Remarks 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 1			
1. Line item no. MPIC-PM-04	2. DRD Title Total Compensation Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date	6. 1 st subm. date With Proposal	7. Copies a. Type b. Other 2
	8. Distribution (Continue on a blank sheet if needed) BT/Contracting Officer BB/Contractor Industrial Relations Officer		9. Remarks 4. Update 3 years following contract award or upon any major changes to the Total Compensation Plan 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 1			

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

Page 2 of 4

a. Title of Contract, Project, SOW, etc. Multi-Purpose Crew Vehicle Integration Contract		b. Contract/RFP No. NNJ12414367R		c. DRL Date/Mod Date July 13, 2012	
1. Line item no. MPIC-PM-05	2. DRD Title Organizational Conflict of Interest/Avoidance	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AR	5. As-of-date With Proposal	6. 1 st subm. date 7. Copies a. Type b. Other 2
	8. Distribution (Continue on a blank sheet if needed) BT/Contracting Officer GA/COTR		9. Remarks 6. Draft submitted with proposal, final submitted 45 days after contract start. 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 1		
1. Line item no. MPIC-BM-01	2. DRD Title NF 533 Cost Reporting	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date See Block 9	6. 1 st subm. date 7. Copies a. Type b. Other 3
	8. Distribution (Continue on a blank sheet if needed) BT/Contracting Officer LZ/MPCV Resources Management Office (RMO) Analyst LZ/MPCV RMO Cost Accountant		9. Remarks 4. Not later than 10 working days following the close of the contractor's monthly accounting period. 6. 40 days after contract start 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 2		
1. Line item no. MPIC-BM-02	2. DRD Title Workforce Reports	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input checked="" type="checkbox"/> (3) Submitted upon request	4. Frequency SA	5. As-of-date See Block 9	6. 1 st subm. date 7. Copies a. Type b. Other 3
	8. Distribution (Continue on a blank sheet if needed) BT/Contracting Officer LZ/MPCV Resources Management Office (RMO) Analyst LZ/MPCV RMO Cost Accountant		9. Remarks 6. Not later than 180 days following contract start 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 2		
1. Line item no.	2. DRD Title	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency	5. As-of-date	6. 1 st subm. date 7. Copies a. Type b.
	8. Distribution (Continue on a blank sheet if needed)		9. Remarks		

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

Page 3 of 4

a. Title of Contract, Project, SOW, etc. Multi-Purpose Crew Vehicle Integration Contract		b. Contract/RFP No. NNJ12414367R		c. DRL Date/Mod Date July 13, 2012	
1. Line item no. MPIC-SA-01	2. DRD Title Safety and Health Plan	3. Data type: <input type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency OT	5. As-of-date	6. 1 st subm. date With Proposal
	8. Distribution (Continue on a blank sheet if needed) BT/Contracting Officer NS/Safety and Test Operations Division		9. Remarks 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 1		7. Copies a. Type b. Other 2
1. Line item no. MPIC-SA-02	2. DRD Title Safety & Health Self-Evaluation	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency AN	5. As-of-date	6. 1 st subm. date See Block 9
	8. Distribution (Continue on a blank sheet if needed) BT/Contracting Officer NT/Safety and Test Operations Division		9. Remarks 6. Due on September 30 th following contract start 7a. Electronic Copy 7b. 1 7a. Hard Copy 7b. 1		7. Copies a. Type b. Other 2
1. Line item no. MPIC-PC-01	2. DRD Title Planning Data Set	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date See Block 9
	8. Distribution (Continue on a blank sheet if needed) BT/Contracting Officer GA/NRO: See DRD Item 9. OPR		9. Remarks 4. Multiple: See DRD 6. 30 days following contract Phase-In 7a. Electronic delivery into Planning Data Set via MPCV Data Management 7b. 1		7. Copies a. Type b. Other 1
1. Line item no. MPIC-PC-02	2. DRD Title Performance Data Set	3. Data type: <input checked="" type="checkbox"/> (1) Written approval <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon request	4. Frequency MO	5. As-of-date	6. 1 st subm. date See Block 9
	8. Distribution (Continue on a blank sheet if needed) BT/Contracting Officer GA/NRO: See DRD Item 9. OPR		9. Remarks 4. Multiple: See DRD 6. 30 days following contract Phase-In 7a. Electronic delivery into Planning Data Set via MPCV Data Management 7b. 1		7. Copies a. Type b. Other 1

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Total Compensation Plan	2. Date of current version July 13, 2012	3. DRL Line Item No. MPIC-PM-04	RFP/Contract No. (Procurement completes) NNJ12414367R
1.b Data Type: 1			
4. Use (Define need for, intended use of, and/or anticipated results of data) To describe the offeror's approach to providing the quality of professional services needed for contract performance.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) FAR 52.52.222-46, "Evaluation of Compensation For Professional Employees" FAR 52.237-10, "Identification of Uncompensated Overtime" NFS 1852.231-71, "Determination of Compensation Reasonableness"	7. Interrelationships (e.g., with other DRDs) (Optional) MPIC-BM-01 MPIC-BM-02		
8. Preparation Information (Include complete instructions for document preparation) <p>SCOPE: The Total Compensation Plan will identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees in all proposed labor categories, including those personnel subject to union agreements, the Service Contract Act, and those exempt from both of the above. The Total Compensation Plan will be required for both the prime and all subcontractors that meet the criteria in NFS 1852.231-71(d). The compensation templates shall be provided in the cost volume.</p> <p>Upon approval, the Total Compensation Plan will become a part of the contract as Attachment J-7.</p> <p>CONTENT:</p> <ol style="list-style-type: none"> 1. Provide a discussion of the qualification criteria (education and experience) that is normally associated with the labor classifications identified. Explain how the Offeror's proposed compensation plan recognizes the differences in skills and complexities of varied disciplines as well as job difficulty. Discuss the consistency of the plan among the categories of labor being proposed. Differences between benefits offered professional and non-professional employees shall be highlighted. 2. Provide the Offeror's company's salary range/wage information for each labor classification identified. Salary ranges will also reflect the impact of employment tenure. Describe planned escalations for exempt and non-exempt employees. 3. Discuss the Offeror's company's fringe benefit policies and practices, including leave programs. Indicate any differences in fringe benefits among working groups. Inclusive of, but not limited to, address the Offeror's company policy on short and long term disability insurance, and life insurance, including information on the types of benefits offered, and the company share of premium costs. 4. Describe the Offeror's company policy on health insurance coverage, including information in the types of health insurance benefits offered, the company's share of premium costs, what co-pays are required, the deductibles, the effective date of coverage, and the anticipated escalation of insurance costs. Also include the offeror's policy 			

on assuming health insurance coverage for incumbent employees, including pre-existing medical conditions, and the Offeror's policy on spouse and family benefits.

5. Describe the Offeror's policy on retirement/savings plans, including how much the company provides toward the plan and information on vesting. Address escalation and employer/employee cost sharing ratios.
6. Discuss other salary payment policies, such as cost-of-living adjustments, overtime pay, holiday pay, and other premium pay anticipated.
7. If uncompensated overtime is proposed, it shall be in accordance with FAR 52.237-10, "Identification of Uncompensated Overtime". If proposed, the Offeror shall discuss the effects of uncompensated overtime on the Total Compensation Plan, and provide a discussion as to whether the uncompensated overtime is voluntary or involuntary. Describe the possible effects that uncompensated overtime will have on employee morale and retention. The Offeror will provide a copy of the company policy for uncompensated overtime with proposal.
8. The Offeror will describe incentives to motivate and reward performance and to encourage the retention of personnel. The Offeror will describe the policies, procedures, and experience related to these incentives.
9. Describe how wage/salary ranges were established. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations used in establishing this proposed Total Compensation Plan. The Offeror shall provide written support to demonstrate that its proposed compensation is reasonable.

FORMAT: Contractor's format is acceptable but must include the content listed above.

9. OPR: Contracting Officer

10. DELIVERY: See DRL

11. MAINTENANCE: Electronically

12. COPIES/DISTRIBUTION: See DRL

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Planning Data Set	2. Date of current version July 13, 2012	3. DRL Line Item No. MPIC-PC-01	RFP/Contract No. (Procurement completes) NNJ12414367R
1.b Data Type: 2			
4. Use (Define need for, intended use of, and/or anticipated results of data) A logically singular repository of Planning Data Products and controlled documents		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) White Paper: MPCV Approach to PP&C SOW 1.1.2.1	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-03, Performance Measures DRD MPIC-PC-04, Integrated Analysis		
8. Preparation Information (include complete instructions for document preparation) <p>SCOPE: The Planning Data Set is a logically singular repository of official planning information that is accessible by authorized Program participants, including the Prime Contractor, Prime Contractor subcontractors, NASA participating organizations (aka Non-Prime) and Partners, as applicable. The Planning Data Set shall support data exchange throughout the MPCV Program and its operating environment and shall support data reporting throughout the Program including to Headquarters.</p> <p>CONTENT: The Planning Data Set is comprised of controlled documents and planning data products. Controlled documents are those that support the Program Baseline and include: 1) Program Plan; 2) WBS Tree and Data Dictionary; 3) Flight Test One and Ascent Abort 2 Flight Test Objectives; and when available, 4) individual plans for Life Cycle and Key Decision Point reviews. The contractor shall maintain the list of controlled documents associated with the Program Baseline in the Planning Data Set, and provide access to each document from the Planning Data Set.</p> <p>Planning Data Products include: 1) Program Baseline; 2) strategic assessments; 3) Program Baseline attributes including implementation plans, interim product milestones and program events, risks, and assumptions; 4) Summary Master Schedule and schedules for CAMs and products, and 5) estimates of cost or of ranges of costs to include Life Cycle Cost (LCC) and Estimate At Completion (EAC) along with Joint Cost and Schedule Confidence Level (JCL). The Performance Management Baseline is the monetary value used for Earned Value Management calculations at the Program Level.</p> <p>FORMAT: The Planning Data Set shall operate on existing MPCV information technology systems and operating environments, including the Integrated Collaborative Environment (ICE). Individual items of content shall be linked into the Planning Data Set and not re-hosted. Copy is prohibited. Re-hosting can be accomplished only if initiated by its Data Authority and follows MPCV IT procedures.</p> <p>9. OPR: Controlled documents have an Office of Primary Responsibility. Data and information comprising the Planning Data Set has a data authority responsible for data accuracy and integrity. The NASA Responsible Official (NRO) is the Lead for the Planning function within the Program Planning and Control Office of the MPCV Program Office.</p> <p>10. DELIVERY: Planning Data Products are submitted as input to the Planning Data Set. Data Reports are presented</p>			

Monthly. Documents are maintained by the MPCV Program Configuration Management function.

Data Products

Frequency of Submission

- | | |
|--|--------------------------|
| 1. Planning Data Products | Monthly, except as noted |
| a. Program Baseline | Annual |
| b. Strategic Assessments | As Requested |
| c. Program Baseline Attributes | Monthly |
| i. Implementation Plans | |
| ii. Program Master Schedule | |
| iii. CAM schedules | |
| iv. Product Scheduled | |
| v. Analysis Schedule | |
| vi. Interim milestones and events | |
| vii. Risk | |
| viii. Technical, Schedule and Cost Assumptions | |
| d. Program Management Baseline | Annual |
| e. Cost Estimates with JCL (minimum) | As Requested |
| f. Cost Evaluations | As Requested |
| 2. Controlled Documents (minimum) | Annual |
| a. Program Plan | |
| b. WBS Tree and Data Dictionary | |
| c. MPCV Requirements Documents | |
| 3. Presentations | Monthly |

Data Report

- | | |
|---|-----------------------------------|
| Planning Data Set content | Monthly |
| Process Improvement and User metrics | Monthly |
| Cost-Benefit/Recommendation for Certification | 120 days following contract start |

11. MAINTENANCE: The contractor shall provide access to all content within the Planning Data Set through a single Graphical User Interface (GUI) operational on MPCV Program information technology resources. The GUI shall provide an inventory of data content and permit selection and downloading for local use.

12. COPIES/DISTRIBUTION: See DRL

13. REMARKS: None

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Performance Data Set	2. Date of current version July 13, 2012	3. DRL Line Item No. MPIC-PC-02	RFP/Contract No. (Procurement completes) NNJ12414367R
1.b Data Type: 2 Logically singular repository of past, current and future Program performance data and information		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) SOW 1.1.2.2 White Paper: Performance Management in the MPCV Program	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PC-03, Performance Measures DRD MPIC-PC-04, Integrated Analysis		
8. Preparation Information (Include complete instructions for document preparation) <p>SCOPE: The Performance Data Set is a logically singular repository of technical, schedule, cost performance data and information that is accessible by all authorized Program participants, including the Prime Contractor, Prime Contractor subcontractors, NASA participating organizations (aka Non-Prime) and Partners, as applicable. The Performance Data Set shall support data exchange throughout the MPCV Program and its operating environment and shall support data reporting throughout the Program including to Headquarters.</p> <p>CONTENT: The Performance Data Set contains:</p> <ol style="list-style-type: none"> 1. Information reported by Program Suppliers via the Data Management function and information extracted from Supplier presentations via data mining; 2. Functional Data Products; Forecasts and Independent Assessments developed under DRD MPIC-PC-03; and 3. The results of integrated analysis developed under DRD-MPIC-PC-04. <p>Suppliers report performance information in accordance with Contract and Agreement Data Requirements Descriptions (DRDs) which includes as a minimum: a) business rhythm, b) financial, workforce and subcontract reports, c) Integrated Master Schedule (IMS), d) Earned Value Management, e) Risk, and f) quality audit reports. Information obtained by data mining are technical, schedule and cost data determined to be of value by MPIC personnel for assessing current and future Program performance. The performance measures Functional Data Products, forecasts and independent assessments are defined by DRD MPIC-03, Performance Measures. Integrated analysis is defined by DRD MPIC-PC-04.</p> <p>FORMAT: The Performance Data Set shall operate on existing MPCV information technology systems and operating environments, including ICE. Individual items of content shall be linked into the Performance Data Set and not re-hosted. Copying is prohibited. Re-hosting can be accomplished only if initiated by its Data Authority and follows MPCV IT procedure.</p> <p>9. OPR: Content comprising the Performance Data Set has a Data Authority responsible for data accuracy and integrity. The Responsible NASA Official (RNO) is the Lead for the Monitoring and Control function within the Program Planning and Control Office of the MPCV Program Office.</p>			

- 10. DELIVERY:** Data Products are submitted as input to the Performance Data Set. Data Reports are presented Monthly, Quarterly or as requested.

Data Products**Frequency of Submission**

- | | |
|---|---------|
| 1. Data obtained from Supplier Data Reports | Monthly |
| a. Business Rhythm | |
| b. Financial, workforce and subcontract reports | |
| c. Integrated Master Schedule | |
| d. Earned Value Management reports | |
| e. Risk reports | |
| f. Quality Audit reports (e.g., from DCMA) | |
| g. Other | |
| 2. Data obtained from Mining | Monthly |
| a. Technical | |
| b. Schedule | |
| c. Cost | |
| d. Other | |
| 3. Performance Measures (See DRD MPIC-PC-03) | |
| 4. Integrated Analysis (See DRD MPIC-PC-04) | |
| 5. Presentations | Monthly |

Data Reports

- | | |
|---|-----------------------------------|
| Performance Data Set content | Monthly |
| Process Improvement and User metrics | Monthly |
| Data Packages for reporting to HQ/ESD | Quarterly |
| Data Packages for MPCV Milestone Reviews | As Requested |
| Cost-Benefit/Recommendation for Certification | 120 days following contract start |

Updates: The content of the Performance Data Set shall be updated as monthly following Supplier data product submissions and quarterly following Program Reviews.

- 11. MAINTENANCE:** The contractor shall provide access to all content within the Planning Data Set through a single Graphical User Interface (GUI) operational through MPCV Program information technology resources. The GUI shall provide an inventory of data content and permit selection and downloading for local use.

- 12. COPIES/DISTRIBUTION:** See DRL

- 13. REMARKS:** In the performance of SOW WBS Element 1.2, 1.6 and 1.10, obtain source documents that contain Program performance data not otherwise reported; review and extract information; and incorporate it to data already stored in the Performance Data Set. Maintain traceability and integrity for data and information extracted and used.

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Professional Services 1.b Data Type: 2	2. Date of current version July 13, 2012	3. DRL Line Item No. MPIC-PC-05	RFP/Contract No. (Procurement completes) NNJ12414367R												
4. Use (Define need for, intended use of, and/or anticipated results of data) Support the operation of the MPCV Program Office		5. DRD Category: (check one) <input checked="checked" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA													
6. References (Optional) SOW 1.1.2.3	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PC-01, Planning Data Set DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-03, Performance Measures DRD MPIC-PC-04, Integrated Analysis														
8. Preparation Information (Include complete instructions for document preparation) SCOPE: Professional services are performed at the MPCV Program Office at the Johnson Space Center, but extend to program participants throughout the United States. CONTENT: Performance metrics include reports quantifying both the level and quality of service provided and service-unique reports (e.g., security) identified by the Government. FORMAT: Processes shall be documented in a manner that shows roles, responsibilities and interdependencies 9. OPR : The Responsible NASA Official (RNO) is the Lead for Data Management w/ information systems & technology. Each service is currently being performed and each has a defined process—and with some instructions detailing how work is performed. 10. DELIVERY: Data Reports are as follows <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;"><u>Data Reports</u></th> <th style="text-align: left;"><u>Frequency of Submission</u></th> </tr> </thead> <tbody> <tr> <td>Process Improvement and Use Metrics Reports</td> <td>Quarterly</td> </tr> <tr> <td>User Metrics and Status Reports</td> <td>Monthly</td> </tr> <tr> <td>Cost-Benefit/Recommendation for Certification</td> <td>120 days following contract start</td> </tr> <tr> <td>Security Management Reports</td> <td>Annual</td> </tr> <tr> <td>IT Management Reports</td> <td>As Requested</td> </tr> </tbody> </table>				<u>Data Reports</u>	<u>Frequency of Submission</u>	Process Improvement and Use Metrics Reports	Quarterly	User Metrics and Status Reports	Monthly	Cost-Benefit/Recommendation for Certification	120 days following contract start	Security Management Reports	Annual	IT Management Reports	As Requested
<u>Data Reports</u>	<u>Frequency of Submission</u>														
Process Improvement and Use Metrics Reports	Quarterly														
User Metrics and Status Reports	Monthly														
Cost-Benefit/Recommendation for Certification	120 days following contract start														
Security Management Reports	Annual														
IT Management Reports	As Requested														
11. MAINTENANCE: Use Metrics and service reports (e.g., security, etc.) shall be maintained by the contractor for review by the government															
12. COPIES: See DRL															
13. REMARKS: None															

ATTACHMENT J-9: Standard Labor Category Descriptions

SLC	Education	Job Description and Map
Program Manager	BA/BS	Serves as the Contractor's primary contract manager and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Technical Representative (COTR), Government management personnel and customer Agency representatives. Responsibilities include overall contract performance including a) formulating and enforcing work standards, b) assigning contractor schedules, c) reviewing work discrepancies, d) supervising contractor personnel, and e) communicating policies, purposes and goals of the organization to subordinates.
Manager	BA/BS	Responsibilities include formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes and goals of the organization to subordinates. Responsible for specific areas of work. Categories that map into this SLC may include: deputy program manager, technical managers or leads, and first line supervisors.
Analyst 3	BA/BS or Equivalent (1)	More than 5 years of specialized experience; will serve as mentor/lead in the area of specialization.
Analyst 2	BA/BS or Equivalent (1)	At least 2 years of specialized experience or Associate Degree in field of specialization; capable to serve as lead.
Analyst 1	High School	No college degree is required with at least 2 years of specialized experience. Categories that map into this SLC include Meeting Support.
Business Specialist 4	BA/BS	This position is considered a senior level business position. Would be certified or licensed in area of expertise (e.g., Certified Public Accountant). Performs complex tasks. Creativity and latitude is required. Will direct the efforts of others. Experience level: 8+ years.
Business Specialist 3	BA/BS or Equivalent (1)	Coordinates and monitors the scheduling, pricing, configuration management/data management, and technical performance of programs. Ensures adherence to master plans and schedules and develops solutions to project problems. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Ability to react quickly in a dynamic environment is required. Experienced lead or manager and will direct the efforts of others. Experience level: 6+ years.
Business Specialist 2	BA/BS or Equivalent (1)	Coordinates and monitors the scheduling, pricing, configuration management/data management, and technical performance of programs. Ensures adherence to master plans and schedules and develops solutions to project problems. Familiar with standard concepts, practices, and procedures within a particular field.

		Relies on experience and judgment, with limited management support, to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. May direct the efforts of others. Experience level: 4+ years.
Business Specialist 1	BA/BS or Equivalent (1)	Responsibilities include performing analytical business functions such as financial and business analysis and management, scheduling, configuration and data management. Categories that may map into this SLC include configuration management specialist, data management specialist, earned value management specialist, budget analysts, accountants, and procurement specialist. Experience level: 0+ years.
Engineer 4	BS/MS	This position is considered a senior level engineering position. Responsibilities include conceptual thinking, designing and developing plans, processes, procedures and tools. Required to supervise less experienced engineers. Requires a Master's degree in engineering and 10+ years of experience, or a BS degree in engineering and 14+ years of experience in the field or in a related area. Engineering disciplines that may map into this SLC include mechanical, electrical, aerospace, propulsion, environmental, structures, thermal, safety, software, systems and quality. Experience level: 10+ years.
Engineer 3	BS	This position is considered a senior level engineering position. Responsibilities include designing and developing plans, processes, procedures and tools. Required to supervise less experience engineers. Requires a Bachelor's degree in engineering in the field or in a related area. Engineering disciplines that may map into this SLC include mechanical, electrical, aerospace, propulsion, environmental, structures, thermal, safety, software, systems and quality. Experience level: 5+ years.
Engineer 2	BS	This position is considered a journeyman level engineering position. Responsibilities include designing and developing plans, processes, procedures and tools. Required to supervise less experience engineers. Requires a bachelor's degree in engineering in the field or in a related area. Engineering disciplines that may map into this SLC include mechanical, electrical, aerospace, propulsion, environmental, structures, thermal, safety, software, systems and quality. Experience level: 2+ years.
Engineer 1	BS	This position is considered a junior level engineering position. Responsibilities include assisting in the designing and developing of plans, processes, procedures and tools. Requires a bachelor's degree in engineering in the field or in a related area. Engineering disciplines that may map into this SLC include mechanical, electrical, aerospace, propulsion, environmental, structures, thermal, safety, software, systems and quality. Experience level: 0+ years.
Other	BA/BS or	Responsibilities include studying, investigating, and conducting

Technical	equivalent (1)	analysis on different aspects of science and engineering. Must be able to apply a wide range of concepts, practices, and procedures.
Information Technology 3	BA/BS or equivalent (1)	At least 5 years specialized experience, will serve as mentor/lead in the area of specialization. Disciplines that may map into this SLC include IT Specialists and Information Managers or those with MIS, Information Technology, or Information Management degrees.
Information Technology 2	BA/BS or equivalent (1)	At least 3 years specialized experience, will serve as mentor/lead in the area of specialization. Disciplines that may map into this SLC include IT Specialists and Information Managers or those with MIS, Information Technology, or Information Management degrees.
Information Technology 1	High school or equivalent experience	No degree with at least 2 years specialized experience or an Associate degree in the field of specialization. Responsibilities include managing, implementing, supporting, installing, and troubleshooting software applications and hardware items. Responsible for completing Service Requests and for serving as a front line help desk for office users. Categories that map into this SLC include IT Specialists and Information Managers or those pursuing MIS, Information Technology, or Information Management degrees.
Secretary	High school or equivalent experience	Secretarial training and demonstrated secretarial skills.

(1) Equivalent includes some level of post-secondary education or specialty training, with or without experience. Extensive experience in the field of specialization without post-secondary education or training will be considered on a case-by-case basis.

however, all-inclusive and you should include in your proposal any further discussion you believe to be necessary or useful in demonstrating your ability to perform all the work under this contract. However, elaborate brochures or documentation, detailed artwork, or other superfluous embellishments are unnecessary and are not desired, unless specifically requested in a scenario response.

For a more complete understanding of this part of Section L, refer to Section M. The instructions are directly related to the evaluation factors set forth in Section M.

L.14.2 PROPOSAL ARRANGEMENT, PAGE LIMITATIONS, COPIES, AND DUE DATES

Offerors shall submit their proposals within the page limitations and arranged as set forth below.

Volumes I, II, III, IV and V	Specification
Date and Time Due	8/13/2012; 1:30 PM CDT
Delivery Location	JSC, See Section L.9
Electronic Format	MS Word
Cost/Price Templates	MS Excel

Volume Number	Title	Page Limit	Page Limit Exclusions	Hard Copies	CD-ROM
Volume I	Management/Technical Proposal • Part 1: Technical • Part 2: Management • Part 3: Safety	75	Not included in the page limit for Volume I are: • All Appendix A content • Key Personnel Resumes • Total Compensation Plan • Safety and Health Plan	1 Original 3 Copies	2
Volume II	Past Performance	25	Not included in the page limit for Volume II are: • Environmental Non-Compliance • OSHA citations and Logs • Insurance Carrier Information • Consent Letter • See Table Note 1	1 Original 1 Copy	2
Volume III	Cost/Price Proposal	None		1 Original 1 Copy	2
Volume IV	Other Proposal Requirements • OCI Avoidance Plan • Subcontracting Arrangements	None	None	1 Original 1 Copy	2
Volume V	Model Contract	None		3 Originals	2

Table Note 1: Completed Attachment L-4, Past Performance Questionnaires and Statements of Work submitted by an Offeror's Reference are not subject to page limitations.

Offerors interested in submitting proposals shall consider the entire RFP and shall propose to all requirements as described in the RFP.

For SOW Element 1.6: 1) document how you will perform vehicle cost, technical, and schedule risk management; and 2) discuss how you will perform integration of subsystems to meet vehicle functional and performance requirements.

c. Test and Verification

For SOW Element 1.10: 1) document how you will perform verification engineering including developing spacecraft verification requirements and managing spacecraft certification and acceptance; and 2) discuss how you will provide technical support to large-scale integration testing.

(b) Management Approach (Volume I, Part 2)

1. Management and Staffing Plan (DRD MPIC-PM-01)

Offerors shall prepare an MPIC Management and Staffing Plan in accordance with the requirements of DRD MPIC-PM-01, and submit the Plan with your proposal.

2. Phase-In Plan (DRD MPIC-PM-02)

Offerors shall prepare a Phase-in Plan in accordance with the requirements of DRD MPIC-PM-02, and submit it with your proposal.

3. Key Personnel (Attachment L-2)

Key positions for MPIC are the Program Manager and Manager/Lead persons for PP&C and for SE&I. The Offeror may designate not more than one other position as key. Performance standards for key personnel are provided in Attachment L-2. Offerors shall complete the resume also contained in Attachment L-2 for each person designated as key.

4. Total Compensation Plan (DRD MPIC-PM-04)

The Offeror shall submit a Total Compensation Plan with your proposal that adequately addresses all aspects of DRD MPIC-PM-04 located in Section J-2 and complete the total compensation templates consistent with FAR 52.222-46, Evaluation of Compensation for Professional Employees, and NFS 1852.231-71, Determination of Compensation Reasonableness. Specific instructions to complete the total compensation templates can be found in L.14.6 (d) 3 h. The Total Compensation Plan and Total Compensation Templates (a) through (e) will be required for both the prime team members and all subcontractors that meet the criteria in NFS 1852.231-71(d).

(c) Safety and Health Requirements (Volume I, Part 3)

Offerors shall prepare a Safety and Health Plan in accordance with the requirements of DRD MPIC-SA-01, and submit it with your proposal.

L.14.5 PAST PERFORMANCE (Volume II)

(a) Introduction

Engineer 2	3,720	7,440	7,440	7,440	7,440
TOTAL HOURS	23,250	46,500	46,500	46,500	46,500

Table L 14.6-3					
Non-Labor Resource (NLR)	Basic Period			Option	Option
	Contract Year 1 4/13-9/13	Contract Year 2 10/13-9/14	Contract Year 3 10/14-9/15	Option Year 1 10/15-9/16	Option Year 2 10/16-9/17
Travel	\$7,500	\$15,000	\$15,000	\$15,000	\$15,000
Material	\$48,000	\$96,000	\$96,000	\$96,000	\$96,000
TOTAL NLRs	\$55,500	\$111,000	\$111,000	\$111,000	\$111,000

For proposal pricing and evaluation purposes, Offerors shall assume that all work is performed onsite at JSC.

(d) Excel Pricing Model (EPM):

1. Workbook File

a. Format

The EPM includes one workbook/file. The workbook/file must be automated to the greatest extent possible. The workbook/file shall be named "MPIC IDIQ" and include the following templates: Fully Burdened Rates Template (FBR), Minor Subcontract Pricing Template (MST), Sample Task Order Pricing Template (STOPT), IDIQ Summary Cost Template – PP&C (ISCT – PP&C), IDIQ Summary Cost Template – SE&I (ISCT – SE&I), Overhead Template (OHT), G&A Template (GAT), Total Compensation Templates TC(a through e), Cognizant Audit Office Template (CAOT), and Phase in Template (PIT).

The goal of the EPM automated workbook is to provide a comprehensive working model of the Offeror's proposed cost volume in an automated format. The pricing model will be designed to facilitate changes to source data such as direct labor hours and/or rates, overhead and G&A rates etc. and be sophisticated enough to compute the total impact of various changes to both cost and price. It is important that your model facilitate this process to ensure fidelity and is error free. For example; the model must be able to compute the cost and price impact of:

- Increasing (or decreasing) the number of Engineer I full time equivalent staff (WYE)
- Increasing (or decreasing) the overhead rate(s).

b. Formulas

All formulas used in the workbook must be clearly visible in the individual cells and verifiable.

SOW	Title: PP&C Professional Services function	Projected Quantity	DRD
1.1.2.3.1	Process Improvement	Note 5	MPIC-PC-05
1.1.2.3.2	Configuration Management	Note 7	MPIC-PC-05
1.1.2.3.3	Data Management	Note 7	MPIC-PC-05
1.1.2.3.5	Information Technology Management	Note 7	MPIC-PC-05
1.1.2.3.6	Security Management	Note 8	MPIC-PC-05

Note 1: Specific products will be prescribed by Task Order issued after award.

Note 2: The contractor shall use the existing Planning Data Set and provide updates of existing data products and new data products as per DRD MPIC-PC-01 specifications

Note 3: The contractor shall assume six (6) strategic assessments and six (6) individual cost estimates are required during the first twelve (12) months of the contract

Note 4: The contractor shall assume one (1) internal Audit, one (1) Management Review and (1) JSC Audit will be performed during the first (12) months of the contract

Note 5: The contractor shall report findings and recommendations for process improvement and certification not later than 120 days following contract start

Note 6: The contractor shall use the existing Performance Data Set and provide updates of existing data products and new data products as per DRD MPIC-PC-02, DRD MPIC-PC-03 and DRD MPIC-PC-04 specifications

Note 7: The contractor shall perform the services as per the SOW and report user metrics as per DRD MPIC-PC-05 specifications

Note 8: The contractor shall perform the services as per the SOW and report user metrics as per DRD MPIC-PC-05 specifications and assume that one (1) additional security report will be required during the first twelve (12) months of the contract

D. TECHNICAL PERFORMANCE STANDARDS

1. Approximately how many people were/are employed under this contract? _____
2. Rate the contractor's record in identifying key positions, filling these positions with individuals with required skills, and providing back-ups.
Rating _____
3. What has been the key personnel turnover rate for this contract? _____
4. Please check the a. b. and c. areas below where you rate the contractor's performance as 'Good' or better than good

a. Traditional Program/Project Planning and Control Work

- ☐ Program Planning
- ☐ Strategic Assessment
- ☐ Cost Estimating
- ☐ Scheduling
- ☐ Risk Management
- ☐ Earned Value Management
- ☐ Information Technology
- ☐ Configuration Management
- ☐ Data Management
- ☐ Records Management
- ☐ Technology Protection
- ☐ Quality Management

b. PP&C Integration work

- ☐ Planning as a basis for measuring Program-level performance
- ☐ Identifying data and measurements to measure performance
- ☐ Finding and mining performance data from briefings and presentations
- ☐ Developing and improving standard format and content for performance Reporting products
- ☐ Forecasting technical, schedule and cost performance
- ☐ Assessing performance using alternative methods
- ☐ Characterizing current and forecast Program performance by integrating measurements
- ☐ Communicating Program-level performance information to management
- ☐ Effective use of text and graphics to present integrated performance
- ☐ Recommending actions based current and forecast performance
- ☐ Responding to feedback from Program Management

c. Traditional Systems Engineering Work

- ☐ Requirements and Interface Development, Management, and Decomposition
- ☐ Integrated Vehicle Analysis
- ☐ Test and Verification Planning
- ☐ System Trade Study Execution
- ☐ Design Milestone Review Planning and Execution
- ☐ Integrated Product Team Management
- ☐ Product Delivery Schedule Development
- ☐ Concept of Operations Development
- ☐ Systems Engineering Plan Development
- ☐ Facility Usage Planning

5. Please check the a, b, and c. areas below where you rate the contractor's performance as 'Fair' or less than fair

a. Traditional Program/Project Planning and Control Work

- ☐ Program Planning
- ☐ Strategic Assessment
- ☐ Cost Estimating
- ☐ Scheduling
- ☐ Risk Management
- ☐ Earned Value Management
- ☐ Information Technology
- ☐ Configuration Management
- ☐ Data Management
- ☐ Records Management
- ☐ Technology Protection
- ☐ Quality Management

b. PP&C Integration work

- ☐ Planning as a basis for measuring Program-level performance
- ☐ Identifying data and measurements to measure performance
- ☐ Finding and mining performance data from briefings and presentations
- ☐ Developing and improving standard format and content for performance Reporting products
- ☐ Forecasting technical, schedule and cost performance
- ☐ Assessing performance using alternative methods
- ☐ Characterizing current and forecast Program performance by integrating measurements
- ☐ Communicating Program-level performance information to management
- ☐ Effective use of text and graphics to present integrated performance
- ☐ Recommending actions based current and forecast performance
- ☐ Responding to feedback from Program Management